

INSTRUCTIONS FOR APPLICATION FOR THE CPA EXAM

You must apply, and be accepted by the Board, to sit for the CPA examination offered in November of each year. Acceptance for one exam does not automatically ensure your acceptance into subsequent exams

Please use the checklist below before submitting your application materials to us. Applications can be denied if all required documentation is not submitted.

APPLICATION MATERIALS CHECK LIST

The following must be received by September 1st for the November exam.

_____ **Formal application form, complete and notarized**

_____ **Two 2" x 2" passport photos**

_____ **THE FEE OF: \$275.00 FOR FIRST TIME EXAMINATION**

_____ **Certified Transcripts from an accredited University or College or a combination of transcripts, one of which must show a minimum of a Bachelors Degree.**

If you have a foreign degree, that degree will need to be evaluated by a Foreign Evaluation Company. Please and link to the evaluation companies we accept. www.wes.org and www.icdel.com

WITHDRAWAL FROM THE EXAM MUST BE IN WRITING BEFORE OCTOBER 1st FOR THE NOVEMBER EXAM. IF THE BOARD RECEIVES YOUR REQUEST ON OR BEFORE THE ABOVE DATE, YOUR FEE WILL BE REFUNDED OR DEFERRED. CANDIDATES WHO WITHDRAW AFTER THE OCTOBER 1ST DEADLINE WILL LOSE THEIR FEE UNLESS IT IS A CASE OF UNDUE HARDSHIP, WHICH REQUIRES BOARD APPROVAL. ALL REQUESTS FOR WITHDRAWAL MUST BE IN WRITING. YOU MAY FAX THEM TO THIS OFFICE AT 603-271-8702.

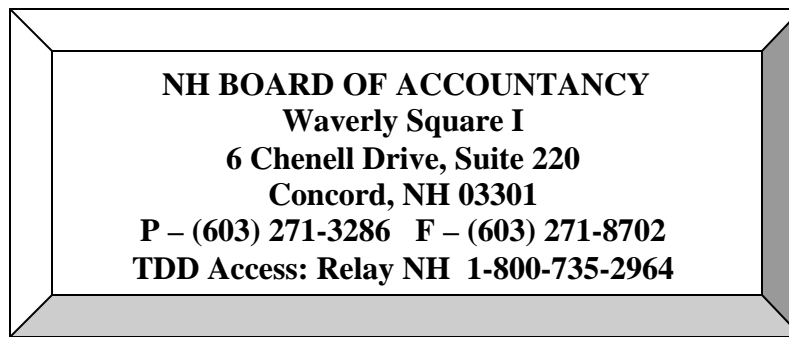
WARNING

If you have received any information from the internet please be aware that some of the information on the AICPA Website is incorrect with respect to the State of New Hampshire.

Specifically, New Hampshire is a one tier state. We do not issue a certificate after passing the exam. You must meet the current experience requirements prior to becoming licensed in New Hampshire.

If you should have any questions, please contact this office.

WEB SITE: WWW.STATE.NH.US/ACCOUNTANCY



Application to sit for the _____ CPA Examination
(Write in May or November and year)

This application is for first time candidates only. If you sat for a previous exam in New Hampshire, you must file a RE-EXAM FORM which can be found on the website.

To the New Hampshire Board of Accountancy:

I hereby submit this application to be examined by the New Hampshire State Board of Accountancy under the rules adopted by the Board of Accountancy and in conformity with revised statutes annotated, chapter 309-B.

The following information supports my qualifications to take the examination under RSA 309-B: and Board rules.

1. Full Name _____ Social Security No. _____
LAST/SURNAME FIRST MIDDLE (IF APPLICABLE)

2. Maiden Name _____ Date and Place of Birth _____

3. Mailing Address _____ Phone No. _____
STREET APT.
CITY STATE ZIP COUNTRY E-Mail _____

4. Current Employer _____ Phone No. _____

5. Have you ever taken the CPA exam? _____ If yes, when and where? _____ Did you pass any parts? _____ If you answered “YES” to any part of this question, please forward an “[Authorization for Interstate Exchange](#)” which can be obtained from this office. This application will not be complete until the Board receives a completed “[Authorization for Interstate Exchange](#)”.

6. Have you ever been barred from sitting for the CPA Exam in any state? _____ Yes _____ No. If yes, please explain on a separate sheet of paper the circumstances under which you were barred.

7. What parts of the exam are you applying to sit for? (Remember that you must sit for all parts if this is your first time sitting for the CPA examination. See website for conditional passing rules)

Auditing	Business Law	FARE	ARE
_____	_____	_____	_____

The Board must receive the following by the deadlines:

- A) Two passport photos, with your name written clearly on the back of each
- B) The fee of \$275.00, as required by the statutes and administrative rules.
- C) This form, completed as requested.
- D) An official transcript demonstrating successful completion of at least a bachelor’s degree with 24

Semester hours of business-related courses with 12 of those 24 hours being in accounting.

NEW HAMPSHIRE BOARD OF ACCOUNTANCY
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8. Education: (must submit official transcript) If you received your degree in a foreign country, it must be evaluated by an accepted evaluation company, please check instruction sheet.

Schools or Colleges Attended or Special Courses Taken	Location	Period of Attendance	Date Graduated	Degree Earned

9. Have you ever been convicted of a felony or misdemeanor or, declared by a court of competent jurisdiction to have committed any fraud? ____ Yes ____ No. If yes, please attach a separate sheet, which contains a complete description of the circumstances.

I attest that the information contained in this application is true and correct to the best of my knowledge and belief:

Signature of Applicant

Date

On this day of _____, 20_____, in the state and country aforesaid, there appeared before me

_____, and who signed the above application, and who being duly sworn, declared that the statements therein made were true and correct to the best of his or her knowledge and belief.

NOTARY PUBLIC / JUSTICE OF THE PEACE

MY COMMISSION EXPIRES